

NRC FORM 114  
(5-90)  
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

**CAREER OPPORTUNITY ANNOUNCEMENT**

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER, CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE <b>Budg Analyst/Program Analyst</b>		ANNOUNCEMENT NUMBER <b>0049019</b>	DATES: OPENING <b>07/31/00</b> CLOSING (Close of business) <b>08/28/00</b>	EXPIRATION (For "Open Unit Filled" vacancies remove posting on this date)
SERIES <b>0560</b>	GRADE <b>0343</b>	KNOWN PROMOTION POTENTIAL TO <b>12/13</b>	13	
ORGANIZATION LOCATION <b>Office of the Chief Financial Officer Division of Planning, Budget, and Analysis Planning and Budget Operations Branch</b>		AREA OF CONSIDERATION NATIONWIDE WASHINGTON, DC COMMUTING AREA REGION COMMUTING AREA <input checked="" type="checkbox"/> OTHER *SEE BELOW		TYPE OF POSITION <input checked="" type="checkbox"/> BARGAINING UNIT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> PERMANENT APPOINTMENT INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING <input type="checkbox"/> NONBARGAINING UNIT <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY APPOINTMENT NOT TO EXCEED
DUTY LOCATION <b>Rockville, MD</b>	TRAVEL REQUIREMENTS <b>Minimal</b>	NAME OF IMMEDIATE SUPERVISOR <b>Daryl Kade</b>		

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF191 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115 VACANCY APPLICATION STATUS NOTICE (NRC applicants only)
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE
4. NRC APPLICANTS (ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify): **SEE NOTE**

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY: CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL

DUTIES OF POSITION (if this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

**\*AREA OF CONSIDERATION: NRC-WIDE, FEDERAL GOVERNMENT/STATUS APPLICANTS IN THE WASHINGTON, D.C. COMMUTING AREA**

As Budget Analyst in the Planning and Budget Operations Branch, incumbent is responsible for developing and supporting a goals-based planning and budgeting process. Responsible for the actual production of budget documents including internal budget to the Commission, submission to the

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QUALIFICATIONS REQUIRED (if the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates may meet the basic qualifications required by:

Having at least one year of specialized experience at the next lower grade level or equivalent. SPECIALIZED EXPERIENCE is experience that has provided the candidate with knowledge of the principles, practices, and processes of Federal budgeting and financial management in order to participate in budget formulation and reporting activities and to conduct

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RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

**APPLICANTS ARE REQUIRED TO ADDRESS THE RATING FACTORS LISTED BELOW:**

1. Knowledge of the principles, practices, and processes of Federal budgeting and financial management as well as ability to analyze, interpret, and summarize budgetary and financial information.

(EXAMPLE: Describe your specific work experience, training, and

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FOR ADDITIONAL INFORMATION CONTACT

Robin Avent

Email: RAA

Mail Stop: T2-D32

TELEPHONE

AREA CODE

NUMBER

301

415-7018

SEND APPLICATION MATERIALS TO:

<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources U.S. Nuclear Regulatory Commission Washington, D.C. 20555	<input type="checkbox"/> Region I Personnel Officer U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	<input type="checkbox"/> Region II Personnel Officer U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23785) Atlanta, GA 30303	<input type="checkbox"/> Region III Personnel Officer U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	<input type="checkbox"/> Region IV Personnel Officer U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011
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DUTIES OF POSITION - CONTINUED

Office of Management and Budget (OMB), and submission to Congress. Also responsible for developing, analyzing, and tracking the status of appropriation and authorization bills throughout the budget cycle.

QUALIFICATIONS REQUIRED - CONTINUED

analyses in support of these activities.

IN ADDITION: Candidates must have legislative knowledge and experience. For example: tracking Congressional action with special attention to appropriation, authorization, and oversight committee actions, and to assess the impact of any changes in requirements on agency budget formulation and planning.

RATING FACTORS - CONTINUED

developmental assignments which demonstrate your knowledge of Federal budget and financial management principles, your ability to participate in budget formulation and reporting activities, and to conduct analyses in support of these activities. Describe any specific experience you have had implementing any type of budget.)

2. Knowledge of public laws, OMB directives (e.g., OMB Circular A-11), GAO, and Treasury regulations sufficient to draft proposed appropriation and authorization legislation.

(EXAMPLE: Describe your level of knowledge and provide specific examples of the types of analysis performed and experience in developing and tracking legislation.)

3. Knowledge of the capabilities, applications, and skill in the use of microcomputers, data management systems, and associated software.

(EXAMPLE: Describe your specific education, training, and/or work experience which demonstrate your knowledge of and ability to utilize computer-based systems applications including databases, spreadsheets, and data management systems. What specific software have you used and for what purpose?)

4. Demonstrated skill in presenting information, ideas, and advice in a clear, concise, and logical manner, both orally and in writing.

(EXAMPLE: Describe specific experience, training, and accomplishments

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RATING FACTORS - CONTINUED

which demonstrate your ability to communicate budgetary and program information, both orally and in writing. Describe the types of oral presentations or briefings you have made, to whom, and for what purposes. Describe the type of original writing you routinely generate (e.g., memoranda, letters, reports). What type of financial reports, summaries, or presentations have you prepared? Describe specific situations that required you to provide budgetary and financial advice and guidance to management and staff.)

5. Demonstrated ability to establish and maintain effective work relationships with management and staff, coworkers, and personnel of other government agencies.

(EXAMPLE: Describe the various types and levels of individuals you routinely interact with and for what purposes. Describe instances that required you to use tact, diplomacy, and negotiation skills to achieve cooperation and develop consensus. Describe your accomplishments developing and implementing successful approaches to solve problems and resolve conflicts. Provide examples of specific assignments which required you to work within a team environment. What was your role?)

NOTE: Breadth, recency, and length of experience in the field, training, awards and commendations; past and current performance; and community or outside professional activities will be reviewed as they relate to each of the above factors to determine the level of knowledge, skill or ability of candidates.

PLEASE SUBMIT RESUME, SF-171, OR OF-612; MOST RECENT PERFORMANCE APPRAISAL; AND STATEMENT ADDRESSING RATING FACTORS TO:

U.S. Nuclear Regulatory Commission  
Office of Human Resources  
ATTN: Robin Avent Mail Stop: T-2D 32  
Washington, D.C. 20555

## NOTE:

CURRENT/REINSTATEMENT FEDERAL EMPLOYEES WITH STATUS (TENURE GROUP 1 OR 2) WILL BE CONSIDERED THROUGH MERIT PROMOTION PROCEDURES UNDER THIS ANNOUNCEMENT AND MUST SUBMIT A COPY OF YOUR MOST RECENT SF-50 (NOTIFICATION OF PERSONNEL ACTION) TO VERIFY COMPETITIVE STATUS OR REINSTATEMENT ELIGIBILITY. PLEASE NOTE: NRC EMPLOYEES DO NOT HAVE TO SUBMIT AN SF-50.

VETERANS WHO ARE PREFERENCE ELIGIBLES OR WHO HAVE BEEN SEPARATED FROM THE ARMED FORCES UNDER HONORABLE CONDITIONS AFTER 3 YEARS OR MORE OF CONTINUOUS ACTIVE SERVICE MAY APPLY. VETERANS MUST SUBMIT A DD-214 OR

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RATING FACTORS - CONTINUED

OTHER ACCEPTABLE EVIDENCE AS PROOF OF VETERAN STATUS.

REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.